



STATE OF MICHIGAN

**Family
Independence
Agency**

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To: **Philip Larson, Director**
Ionia/Montcalm County FIA

Date: **April 15, 2002**

From: **Rita Barker, Director**
Office of Internal Audit

Subject: **Audit of Juvenile Justice Casefiles**
October 1, 2001 through February 28, 2002
Audit # 2002-028

The Office of Internal Audit performed an audit of Ionia/Montcalm County FIA Juvenile Justice casefiles for youth in community based placements in Ionia/Montcalm County as of February 28, 2002. We reviewed the population of 3 cases, and reviewed the casefiles to determine if they contained the required documentation and information. Our audit was conducted in accordance with Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an updated service plan that was completed within 30 days of the date Ionia/Montcalm County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Macomb County FIA, we tested to determine if Ionia/Montcalm County FIA staff inspected the home where the youth was placed and made follow-up contact with the youth and/or the family at least quarterly, and documented the contacts in the casefile.

Based on our audit, we concluded that the 3 case files contained all the required documentation and the initial and updated service plans were completed on a timely basis.

We thank your staff for their cooperation during our audit.